

**VA MEDICAL CENTER, PORTLAND, OREGON**  
**Human Research Protection Program: Policy & Procedure No. 8**

**POSTING RECRUITMENT FLYERS AT THE PVAMC FOR NON-VA RESEARCH**

1. **PURPOSE:** Investigators from other institutions occasionally request permission to post flyers on the VA grounds in an attempt to recruit potential subjects from the VA employee, volunteer and patient populations. Even though these studies are not conducted by the VA, it is the policy of the PVAMC that all research advertisements be reviewed to assure that they are not coercive or unduly optimistic.
2. **POLICY:** Investigators from non-VA institutions who wish to advertise their research projects at the PVAMC may only do so under the conditions described in this Human Research Protection Program Policy & Procedure. Passive recruitment using flyers is permitted. Active recruitment of subjects (e.g. speaking to VA patients in clinics and/or hospital waiting areas and VA staff or appointees speaking to VA patients about research project options) is not permitted, unless the study has been approved by the PVAMC IRB. Advertisements and flyers may be distributed only if:
  - a. they display their institution's IRB approval stamp which is currently valid;
  - b. they clearly indicate that this is not a PVAMC sponsored research project; and
  - c. they have been reviewed by the Research Assurance & Compliance Coordinator (RACC) and determined to comply with PVAMC policy. Once reviewed by the RACC, they will be date-stamped by the IRB Coordinator and given to the PI for posting.
3. **PROCEDURES:**
  - a. Outside investigators must submit a written request to post research recruitment flyers on VA grounds. Additionally, the outside investigator must submit a copy of their institution's most recent initial or continuing review IRB approval letter for the study and IRB approved consent form.
  - b. The flyer submitted must contain the approval stamp from the host institution's IRB. It must also clearly state that this is not a PVAMC sponsored research project. The content should be consistent with PVAMC sponsored research flyers and contain:
    - (1) The name and address of the clinical investigator and/or research facility.
    - (2) The condition being studied and/or the purpose of the research.
    - (3) In summary form, the criteria that will be used to determine eligibility for the study.
    - (4) The time or other commitment required of the subjects.
    - (5) The location of the research and the person or office to contact for further information.
    - (6) A clear statement that this is research and not treatment.
    - (7) A brief list of potential benefits (e.g. no cost of health exam).
  - c. The incoming request will be reviewed to assure that it has the host institution's approval stamp reflecting that the advertisement has their current approval and determine whether or not it complies with PVAMC policy and the accompanying investigator's agreement with the PVAMC (attached).

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- d. Once approved the PI will be contacted concerning the approved flyer or the need for modifications.

**4. RESPONSIBILITIES:**

- a. The outside Investigator will be responsible for:
  - (1) submitting an IRB approved advertisement to the IRB Coordinator and identifying specifically where it should be distributed and who should be contacted if any concerns arise.
  - (2) completing the attached "Agreement with the PVAMC."
- b. The RACC will be responsible for reviewing the incoming request and evaluating whether or not the flyer complies with PVAMC policy and indicate whether it is acceptable to post on VA grounds. The RACC will forward the request, evaluation and flyer to an IRB Coordinator.
- c. The IRB Coordinator will stamp the flyer, if deemed appropriate by the RACC, and will contact the PI and arrange for them to pick up the flyer and arrange for posting.

**5. REFERENCES:** None

**6. CONCURRENCES:** Endorsed by the Research & Development Committee July 28, 2003

**7. RESCISSION:** Research & Development Information Letter #1 Recruitment and Advertising Material at the PVAMC

**8. FOLLOW-UP RESPONSIBILITY:** ACOS, Research & Development Service (R&D)

**9. REVIEW DATE:** July 28, 2004

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